



# TRAINEE CODE OF CONDUCT AND HONOR

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## A. PURPOSE OF THE CODE OF CONDUCT AND HONOR

The goal of this Code of Conduct and Honor are to ensure high standards of behaviour in line with Islamic values and teachings as well as to promote academic excellence in the TTC.

## B. SCOPE OF THE CODE OF CONDUCT AND HONOR

The Trainee Code of Conduct and Honor is applicable to the on-campus conduct of all registered trainees. A trainee falls within the jurisdiction of the code of conduct for off-campus conduct when he is engaged in projects, site visits and corporate field practice and any other activity supporting the pursuit of a degree or fulfillment of academic course requirements sponsored, organized and authorized by the TTC.

## C. INTELLECTUAL INTEGRITY

TTC is an academic institution which abides by internationally recognized standards of intellectual integrity. All members of faculty, staff as well as trainees are governed in their behavior by those demands. Specifically, trainees will in their testing behavior consider this framework. Cheating in exams, plagiarizing independently researched papers or otherwise dishonest behavior, in academic matters or otherwise will be considered serious violations of the present code and will result in disciplinary measures.

## D. TRAINEE RESPONSIBILITIES AND DUTIES

1. Trainees have to obey the laws of the Kingdom of Saudi Arabia. Violations of laws of the Kingdom of Saudi Arabia will be forwarded to the relevant authorities

2. Trainees adhere to Islamic ethics and values, commit to Islamic principles in all aspects of college and private life, and are not engaged in any activity that contradicts Sharia Law and the cultural conventions of the Kingdom of Saudi Arabia.
3. All trainees are expected to attend all prayers in congregation on time in the mosque.
4. TTC expects trainees to follow strict discipline in the room of instruction (classroom, workshop, laboratory, auditorium or any other room or place used for instruction). This includes, but is not limited to:
  - 4.1 Trainees who arrive at class after the trainer has started the lesson are not allowed to enter the room of instruction. An absent notice for the entire lesson will be entered in the attendance register.
  - 4.2 Drinking is not allowed in those rooms of instruction where computers or machines might be harmed by it. In other rooms of instruction sealable water bottles are allowed. No bottles are allowed on the tables or the floors but only in trainees' bags. Trainees are not allowed to leave full or empty water bottles in the room of instruction or the library.
  - 4.3 Trainees switch off cell-phones and other items with the potential to disturb the lesson.
  - 4.4 Trainees bring their study documentations (binders with handouts, notes etc), appropriate stationary and calculators. Trainees are only allowed to take part in the lesson if they have the required material.
  - 4.5 Eating in rooms of instruction and the library is not allowed.
  - 4.6 Trainees will contribute to keep the rooms of instruction and the library clean at all times. After the end of a lesson trainees clean up their workplace in the instruction room before leaving.
  - 4.7 Trainees will avoid excessive talking in rooms of instruction and the library.
  - 4.8 Trainees will strictly follow all safety regulations when working with machines or other equipments in the TTC.
5. Smoking is prohibited inside the TTC premises, except for the dedicated spaces on campus.
6. All Trainees must display TTC ID-card.
7. Trainees must comply with the dress code which requires wearing the official TTC uniform consisting of a grey shirt with the TTC-logo on the left, plain black trousers, black closed shoes, a black belt, and black socks. The wearing of sandals, bracelets, hats and caps is not permitted. Trainees in violation of the dress code found at the entrance gates will be refused entry to the TTC by the guards. Trainees found in class in violation of the dress code will be expelled by the trainer and sent to Trainee Affairs for further handling of the case.

8. The possession or use of weapons or items hazardous to health (including, but not limited to, firearms, explosive devices, knives and chemical substances and fireworks) is not permitted.
9. Trainees will be held accountable for intentional and reckless conduct that causes damage to college property. Theft and unauthorized use of College property will be punished in line with this code and, where applicable, the case will be transferred to the authorities.
10. TTC expects its trainees to treat their fellow trainees with respect and dignity. Offensive language, acts of verbal and physical violence are not permitted.
11. Trainees must not miss classes. Absences will be treated according to the Study and Examination Regulations and other relevant regulations in force.
12. Trainees are not allowed to work in the public and private sector while enrolled at the TTC.

## **E. DISCIPLINARY COMMITTEE**

### **1. Structure**

- 1.1 The Disciplinary Committee handles serious acts of misconduct of trainees (violations of the code of conduct and other college documents).
- 1.2 The Disciplinary Committee will meet on an ad-hoc basis when a case occurs.
- 1.3 Members of the committee are the Dean as Chairperson, the Islamic Studies Teacher, the Head(s) of the department(s) in which the breach of the code of conduct occurred, one representative of the Trainee Affairs Section.

### **2. Procedures**

- 2.1 The trainer has the discretionary authority to expel trainees from class for disturbances of lessons. Trainees who disturb lessons repeatedly commit a serious act of misconduct and their cases will be transferred by the trainer(s) concerned to the Disciplinary Committee for further disciplinary action.
- 2.2 Serious acts of misconduct by the trainees as laid down in this code of conduct and other college documents have to be reported to the Disciplinary Committee by members of staff.

2.3 A trainee who commits a serious act of misconduct is required to appear before the committee. He will receive a written note outlining the case against him at least 4 working days in advance of the hearing. The Trainee has the right to explain his view during the committee meeting.

### **3. Sanctions**

3.1 The Disciplinary Committee under its discretionary authority may impose one or more of the following sanctions according to the severity of the act(s) of misconduct:

- Disciplinary Warning Letter
- No issue of certificate of behavior
- Expulsion (permanent dismissal from the TTC)

TTC reserves the right to take additional disciplinary actions as it deems appropriate. The committee hears the trainee before making a decision.

In cases where there may be serious consequences, the trainee concerned has the right of appeal.